

Schedule "G"—PARTY ROOM RENTAL AGREEMENT

2010
February

RESIDENT'S NAME: _____ SUITE: _____ PHONE: (416) _____

PARTY DATE: _____ START TIME: _____ END TIME: _____ NUMBER OF GUESTS: _____ (max. 60)

• **RENTAL FEE (\$100) + DAMAGE DEPOSIT (\$500.) \$600.00**

To secure your Reservation, the Management Office must receive your rental cheque at the time of making your reservation. Your cheque will be cashed. If the rental is cancelled you will be refunded a cheque for \$75.00. If you want to revise your rental date and your date can be accommodated there will be no charge. The Management office must receive your \$500 damage deposit cheque no later than five (5) working days prior to your party. The \$500.00 Damage Deposit will be returned to you provided no damage was caused during your party.

• **INCLUDED in Rental Fee:**

Party Room, Kitchen, P-1 Washrooms (no other facilities),
China, Glasses, Flatware to serve 40 persons.

• **AVAILABLE for Rental:**

2 Chafing Dishes (including fuel)	\$5.00 ea. x _____ = \$ _____
8 Damask Square Tablecloths	\$3.00 ea. x _____ = \$ _____
3 Damask Round Table Cloths	\$3.00 ea. x _____ = \$ _____
2 Damask Buffet Cloths	\$3.00 ea. x _____ = \$ _____

• **TOTAL PAYABLE (\$600.00 + Equipment Rentals) = \$ _____**

Make cheque payable to ISLINGTON RECREATION CENTRE. **Cheque Received:** ☐

STATEMENT BY RESIDENT

I agree that:

- ✓ I will not use the Party Room for Commercial Purposes.
- ✓ No one shall smoke in the Party Room, or in any other indoor common element.
- ✓ I will read and follow the *Conditions of Party Room Rental* which form part of this Agreement.
- ✓ I will be responsible for any violations of the Consolidated Rules of MTCC-570 and YCC-531 and for any damages to the Party Room facilities arising from the above reservation, which could forfeit my deposit. I acknowledge that the Damage Deposit is only for partial payment of damage, should such damage exceed the amount deposited. I will notify Security or the Management Office of any breakage, damage, or Rule violations caused by me or my Party Room guests.

I understand that:

- ✓ I can pick up my Damage Deposit (\$500.00) from the Management Office at the end of the fifth business day following my event, provided no rule violations or damages to the facilities have occurred during my Party Room rental period.

RESIDENT'S Signature: _____ DATE: _____

PROPERTY MANAGER'S Signature: _____ DATE: _____

DAMAGE DEPOSIT RETURN (for Office Use Only)

Damage Deposit Returned to Resident:	\$ 500.00
Less Damages incurred:	\$ (_____)
TOTAL RETURNED TO (OWED BY) RESIDENT	\$ _____

RESIDENT'S Signature: _____ DATE: _____

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CONDITIONS OF PARTY ROOM RENTAL

- **Smoking is not permitted** in the Party Room, or in any other indoor recreation facility and common element, at any time.
- Residents may hold private functions in the Party Room only when a valid reservation is made through the Management Office, the applicable Rental Fee & Damage Deposit has been paid, and the PARTY ROOM RENTAL AGREEMENT is signed.
- On the day of the Resident's private event, the Resident will receive keys for the dish cupboards and cutlery drawers, and a key for the two kitchen doors. The same key can also be used to lock the Party Room doors to ensure that the renter's personal items and party preparations, etc., remain undisturbed by others.
- Residents who have rented the Corporation's tablecloths and/or chafing dishes for their Party Room event will receive keys for these cabinets.
- Rental of the Party Room facilities includes the Kitchen and the two washrooms.
- Party Room Rental **does not include** the use of any other recreation facilities or common element areas.
- Non-residents, including non-resident owners, may not rent the Party Room.
- The Party Room **may not be used for commercial purposes.**
- During a private Party Room event, the entrance doors of the rooms must remain closed at all times.
- The Resident renting the Party Room shall be responsible for arranging to admit caterers or other suppliers delivering items prior to a private event.
- Caterers, delivery personnel and Visitors invited to the renter's Party Room function may be admitted through the north entrance of the Recreation Centre (at the top of the staircase). An intercom is located at that entrance for Visitors to communicate with their host in the Party Room. The north entrance door must be kept closed, and may be opened only by the Resident host or representative to admit such Visitors. The unattended door may not be propped open.
- Residents renting the Party Room shall provide the Gatehouse Security Officer with a written list of invited guests and their expected time of arrival. The Security Officer will admit the listed guests onto the property. The guests will call you in the Party Room from the north entrance intercom so that you or your delegate may go to the door to admit them. (For security reasons, the north entrance door cannot be automatically unlocked from the Party Room.)
- The Party Room shall be vacated **no later than 2:00 a.m.**
- **Clean Up** is the responsibility of the Resident renting the Party Room.
 1. The Party Room shall be cleaned and restored to the original order **no later than 10:00 a.m. on the day following** the Resident's private party in order to permit the Corporation's staff to clean the stove and refrigerators, to vacuum, and rearrange the tables and chairs.
 2. The resident shall empty the dishwasher and return clean dishes to their allotted kitchen and/or bar cupboards and drawers. These are clearly marked.
 3. The resident shall clear counters, empty kitchen & bar refrigerators, and deposit garbage into container provided.
 4. Please launder rental table cloths and napkins (no bleach, please), fold carefully, place on hangers provided, and return these to the Management Office by 10:00 a.m. on the day following your event.
 5. Wash and dry plastic cloths to avoid formation of mildew when folded, and hang on rack located in Vestibule.
- Lock the Kitchen and all cupboards. Instructions for the return of keys will be provided at time closer to the event.
- **The Resident renting the Party Room facilities shall be responsible and liable for any and all damage caused by any person using the Room(s) during the rental period.**

We hope your Party Room Event is a Great Success!



Schedule "G"

Inspection Report – Party Room

Occupant Name(s): _____

Date of Inspection before Event: _____ Time: _____

Inspected By: _____ Signature: _____

Inspection Report:

Date of Inspection after Event: _____ Time: _____

Inspected By: _____ Signature: _____

Inspection Report:

I/We acknowledge that I/We have read and accept the terms identified in Rule II of the Corporation(s) Rules.

I/We acknowledge that the results of the Inspection Report are accurate and binding.

Date: _____

Date: _____

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____